

**EMPLOYMENT OPPORTUNITY**

<b>Job Title</b>	Recreation Enterprise Superintendent
<b>Department</b>	Parks & Recreation
<b>Posting Date</b>	November 22, 2010
<b>Closing Date for Resumes/Applications</b>	December 17, 2010
<b>Salary Range</b>	\$54,865.56 – \$76,250.00
<b>Exempt/Non-exempt</b>	Exempt
<b>Status</b>	Full-time

The City of Saint Charles Parks and Recreation Department is recruiting for a Recreation Enterprise Superintendent to perform a variety of duties. The purpose of this position is to plan and supervise aquatic facilities, concessions, recreation and community center enterprise activities and personnel through various revenue sources.

**Essential Duties and Responsibilities**

- Prepares and recommends annual enterprise operations budget based upon anticipated revenue from participant fees and a percentage of property tax support.
- Assists in developing short and long-term capital improvement plans including design and cost estimates
- Administers enterprise operational and capital outlay budgets as appropriate.
- Actively involved with promoting and assuring that people with all abilities participate in recreation programs, trips, day camp, all special events, aquatics and within all buildings and facilities. Work with Inclusion Coordinator with training, educating staff to assure compliance in programming, facilities and buildings.
- Organizes, schedules, supervises and evaluates employees. Actively involved in recruiting efforts to include application review and interviews
- Coordinates effective and efficient use of personnel, equipment, supplies and facilities within the enterprise division and with other divisions.
- Directs and organizes marketing and promotion functions
- Coordinates the planning, design and implementation of a variety of recreation-related programs and facilities.
- Analyzes and evaluates operations and facilities for enterprise operations needs and improvement.
- Ensures compliance with regulatory mandates such as health and safety, and standards for enterprise operations, customers, contractors and employees.
- Prepares use, product, attendance and fiscal data for daily, monthly, quarterly and annual reports. Ensures all reporting and recordkeeping is completed according to accepted policies and procedures.
- Researches, prepares and submits bid documents for equipment, supplies, materials, services and some repair/construction projects.
- Maintain software programs related to registration, time keeping, maintenance, point of sale and inventory.
- Develop and recommend policies and procedures for Enterprise functions

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Business, Parks and Recreation Management, Marketing, or related field required. Six to eight years parks or business management experience. Valid motor vehicle operator's license required. Proficient with standard business and Enterprise/Recreation Specialty software and hardware. Any combination of education and experience that provides equivalent knowledge, skills, and ability.

**Contact Information**

Interested applicants should submit a resume or application to: The City of Saint Charles Human Resources Department, Suite 301, 200 North Second Street, Saint Charles, MO 63301. Hours of operation are Monday through Friday 8:00 am to 5:00 pm. Employment applications can also be downloaded from the City's website and faxed to Human Resources at 636-940-4606. Website address for the employment application is: [www.stcharlescitymo.gov](http://www.stcharlescitymo.gov)

**To assure consideration, applications must be received by 5:00 pm on Friday, December 17, 2010 closing date.**

*The City of Saint Charles is an Equal Opportunity Employer and participates in E-Verify*